

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, January 19, 1961

A. Meeting called to order by Chairman Wright at 7:45 P.M.

B. Roll Call: Present—Commissioners Wright, Moles, King, Kamins, Marshall and Schloff.

Absent — Commissioners Schraft and Herr.

C. Minutes of November 16, 1960, were approved.

D. Committee Reports:

1. Ways and Means—No report.
2. Building and Properties—See Unfinished Business.
3. Operating and Policy—No report.
4. Personnel and Salaries—See New Business.
5. Parking—Committee to report on future plans for parking lot at next regular meeting.
6. Veterans—It was moved and supported to construct concrete ramp at east end of southeast building entrance for wheel chairs.
7. Public Relations—See New Business.

E. Unfinished Business:

1. It was moved and supported to designate east end of arcade as location for proposed two-faced marquee. Approximate cost for budget purposes to be determined by Building and Properties committee.

Carried.

2. Rental Rates and Food Agreement will be discussed at special meeting on Tuesday, February 7, 1961, at 7:30 P.M.

F. Manager's Report:

1. Manager Ziogas commented on new

basketball scoreboard donated to building by LaSalle Coca-Cola Company of Lansing.

2. a. Building and Rental Report for November was presented.

b. Operating Statement for November was presented.

c. Budget Balance Sheet for November was presented.

3. Approval of P.O.'s: LaSalle Coca-Cola for \$239.41 and \$352.14; F. D. Hayes for \$216.43; Schaberg-Dietrich for \$376.56; Maintenance Supply for \$242.53; Farm and Industrial Center for \$2,404.00; J. I. Holcomb Co. for \$275.00; Arens Sign Co. for \$636.70; McConnell Sheet Metal for \$206.82; Barbeque Hot Dogs, Inc., for \$260.00, and Adams Potato Chips for \$313.00. Vouchers approved: Michigan Bell Telephone Co. for \$246.62; A. A. Smith Insurance for \$234.25; Board of Water and Light for \$3,541.57 and \$6,380.13.

Carried.

G. New Business:

1. Manager Ziogas commented on plans for new floor tarpaulin in Main Auditorium.

2. It was moved and supported that letter of Safety Council be acknowledged and placed on file.

Carried.

3. Matter of display windows in corridor walls of the Civic Center was referred to the Committee on Buildings and Properties.

4. Operating and Policy Committee was asked to make recommendations pertaining to show promoters ticket responsibilities to public.

5. A letter from Civic Center employees was read and referred to Personnel and Salaries Committee.

6. No action was taken on matter of Veterans groups holding Bohemian dinners in other areas of the Civic Center than their own quarters. It was decided that Veterans should adhere to present catering policies.

7. It was moved and supported to approve 1961-62 proposed budget with corrections.

Carried.

8. Request for additional salaried personnel was approved as discussed in 1961-62 proposed budget.

H. Announcements:

Special meeting of Civic Center Board is scheduled for Friday, February 7, 1961, at 7:30 P.M.

I. Meeting adjourned 12:30 A.M.

MEL HERR,
Secretary.

OFFICIAL PROCEEDINGS OF BOARD OF PUBLIC SERVICE OF THE CITY OF LANSING

Proceedings, February 1, 1961

Meeting was called to order by Chairman Milks at 7:30 P.M.

Present—Messrs. Dibble, Milks, Reniger, Rhead, Tietz, Walker—6.

Absent—Messrs. Stabler and Woodmancy—2.

Messrs. Stabler and Woodmancy were excused from the meeting.

Minutes of the previous meeting were approved as printed.

GENERAL BUSINESS

Letter from the New York Central Railroad relative to cost of premium for insurance at Logan Street Bridge and Extension.

Motion by Mr. Walker, supported by Mr. Rhead, that in accordance with our agreement, that the New York Central be paid the cost of premium for insurance at the Logan Street Bridge in the amount of \$1,338.24.

Carried.

Letter from the Michigan State Highway Department regarding Trunkline Betterment on Dewitt Road at Grand River Avenue.

Motion by Mr. Dibble, supported by Mr. Reniger, that the Board of Public Service recommend to the City Council that the plans of the Michigan State Highway Department for the trunkline betterment on Dewitt Road at Grand River be approved.

Carried.

Copy of a letter from the C. & O. Railroad to the Michigan Public Service Commission, concerning signaling at Turner Street, North Street and Larch Street, was read and discussed.

Received and placed on file.

Letter from the Sky-Walk Corporation relative to a proposed pedestrian over-pass at Logan and Williams was read and discussed.

Received and placed on file.

Mrs. Nora Rashid requested removal of posts along the proposed alley north of Saginaw Street and east of Cleo.

Referred to the Director of Public Service for action.

Copy of a letter from John R. Snell to the Tri-County Planning Commission regarding proposed study of resources of the Grand River was read and discussed.

Received and placed on file.

Letter from the Chicago Testing Laboratory regarding testing of bituminous materials at the source was read and discussed.

Motion by Mr. Reniger, supported by Mr. Dibble, that the Director of Public Service be instructed to continue the arrangement with the Chicago Testing Laboratory for asphalt testing.

Carried.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, March 15, 1961

A. Meeting called to order by Chairman Wright at 8 p.m.

B. Roll Call:

Present—Commissioners Wright, Moles, Kamins, King, Marshall—5.

Absent—Commissioners Schloff, Herr, Schraft—3.

C. Minutes of Jan. 19th meeting approved.

D. Committee Reports:

1. Ways and Means—Mgr. Ziogas reported on Budget hearing with City Controller Sanderson and Adm. Ass't. to Mayor, Zig Kowalski. Civic Center Board members attending were Commissioners Schraft and Herr.

2. Buildings and Properties—No report.

3. Operating and Policy—A letter from Council of Churches pertaining to the recent carpet sale conducted by the Spartan Carpet Co. was read. Chairman Wright will acknowledge.

No action was taken.

4. Personnel and Salaries—No report.

5. Parking—No report.

6. Veterans—No report.

7. Public Relations—No report.

E. Unfinished Business:

1. Additional plans for marquee were discussed.

F. Manager's Report:

1. A new unlisted number was provided for the Board room telephone.

2. Manager Ziogas commented on forthcoming publicity for Civic Center in a national Maintenance magazine.

3. Manager Ziogas presented: Building Rental Reports for Dec., Jan., Feb.; Operating statements for Dec., Jan., Feb.; Budget Balance Sheets for Dec., Jan., Feb.

4. Approval of P.O.'s: LaSalle Coca-Cola for \$842.00 and \$487.03; Capital Wholesale Distributing Company for \$252.00; F. D. Hayes Electric for \$264.84; Graybar Electric for \$788.48; McConnell Sheet Metal, Incorporated for \$239.44. Vouchers: Board of Water and Light for \$6,282.70 and \$5,968.94.

G. New Business:

1. Political booths and personal campaigning at the Civic Center were discussed. No action was taken.

H. Announcements:

Next regular meeting is scheduled for Wednesday, April 19, 1961.

I. Meeting adjourned at 10:15 p.m.

MEL HERR,
Secretary.

River, from Center Street to Cleveland Street.

Carried.

Motion by Mr. Rhead supported by Mr. Tietz that the department construct curb and gutter in Euclid Place and widening of Pennsylvania as outlined by the Director of Public Service.

Carried.

Letter from Kenerson Engineers relative to performing bridge engineering for the City of Lansing.

Received, discussed and placed on file.

Meeting adjourned at 5:00 P.M.

Respectfully submitted,

ROLAND F. RHEAD,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, April 19, 1961

A. Meeting called to order by Acting Chairman Moles at 7:30 P.M.

B. Roll call: Present — Commissioners Moles, Schraft, Marshall, Kamins, King and Herr.

Absent — Commissioners Wright and Schloff.

C. Minutes of March 15th meeting approved.

D. Committee Reports

1. Ways and Means—Commissioner Herr and Manager Ziogas reported on second budget hearing held at City Hall on April 13, 1961.

2. Building and Properties—No report.

3. Operating and Policy—No report.

4. Personnel and Salaries—Motion made by Commissioner Schraft that a letter be sent to City Personnel Director, Dan Bodwin, requesting that Hendrikus A. Kolb, Maintenance Man IVA be reclassified to a higher classification. Further, this committee was instructed to obtain a reply on letter submitted to City Personnel Director on January 1961, pertaining to employees table of organization. Supported by Comm. Marshall. Carried.

5. Parking—No report.

6. Veterans—No report.

7. Public Relations—No report.

E. Unfinished Business

1. Discussion of selling merchandise in

building on Sundays was postponed until next meeting.

F. Manager's Report

1. Manager Ziogas presented: Building Rental Report, Operating Statement and Budget Balances for March 1961.

2. Approval of P. O.'s: LaSalle Coca-Cola Co. for \$1,607.25; Adams Potato Chips for \$584.00; Barbecue Hot Dogs for \$377.00; Dick Morey, Inc. for \$280.00; Sohn Linen for \$288.55 and Voucher to Board of Water & Light for \$4,972.06.

G. New Business

1. A discussion pertaining to attendance at City Council meetings by the manager was resolved with the matter being left to Manager Ziogas' discretion.

2. A motion was made by Commissioner Kamins that a letter be sent to the City Council recommending that the present classification of Custodian IB at the Civic Center remain unchanged. Further, a copy of job specifications as provided by Personnel Director, Dan Bodwin be attached; together with a copy of 'Change of Status' notice, dated Jan. 4, 1960, which was posted on employees bulletin Board and is self explanatory. Supported by Comm. Schraft. Carried.

H. Announcements

Next regular meeting scheduled for Wed., May 17, 1961.

I. Meeting adjourned at 9:30 P.M.

MEL HERR,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, May 17, 1961

A. Meeting called to order by Chairman Wright at 7:30 p.m.

B. Roll Call:

Present—Commissioners Wright, Moles, King, Kamins, Schloff, Herr, Marshall.

Absent—Commissioner Schraft.

C. Minutes of April 19th meeting approved.

D. Committee Reports:

1. Ways & Means—No Report.
2. Building & Properties—No Report.
3. Operating and Policy—Commissioner Moles reported that the City Council concurred with the Civic Center Board that present classification of Custodian IB at the Civic Center remain unchanged.
4. Personnel & Salaries—No Report.
5. Parking—No Report.
6. Veterans — Manager Ziogas reported on action taken to construct concrete ramp at SE entrance for wheel chairs.
7. Public Relations—No Report.

E. Unfinished Business:

1. Motion made by Commissioner Kamins and supported by Commissioner Marshall that the Civic Center Chairman be directed to reply to letters

received in protest to a recent retail sales event conducted in the Civic Center and assure all concerned that this type usage of facilities shall not recur.

Carried.

F. Manager's Report:

1. Manager Ziogas presented: Building Rental Report; Operating Statement; and Budget Balance Sheet for April 1961.
2. Approval of P.O. to Wolverine Typewriter Co. for \$400.50 and Voucher to Board of Water and Light for \$4,576.81.

G. New Business:

1. Recent letter from Civic Center employees was referred to Personnel and Salaries Committee.
2. Operating and Policy Committee was requested to re-study catering policy and make necessary recommendations to the Board. Further, the Committee do same for new rental rate schedule.

H. Announcements:

Next regular meeting on Wednesday, June 21, 1961.

I. Meeting adjourned at 10:00 P.M.

MEL HERR,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, June 21, 1961

A. Meeting called to order by acting Chairman Moles at 7:30 p.m.

B. Roll Call: Present—Commissioners Moles, King, Kamins, Marshall, Schraft and Schloff.

Absent — Commissioners Wright and Herr.

C. Minutes of May 17, 1961, meeting were approved.

D. Committee Reports:

1. Ways and Means—No report.

2. Building and Properties—See unfinished business.

3. Operating and Policy—No report.

4. Personnel and Salaries—Commissioner Schloff commented on a recent meeting among Mgr. Ziogas, three (3) employees of the Civic Center and himself. Motion was made by Commissioner Kamins and supported by Commissioner Schraft that the Personnel and Salaries Committee of the Civic Center meet with the same committee of the City Council to discuss reclassification of certain employees at the Civic Center.

Carried.

5. Parking—No report.

6. Veterans—No report.

7. Public Relations—No report.

E. Unfinished Business:

1. Sketches and descriptions of various types of marquees submitted by the Arens Sign Co., Dyer Sign Co., and Central Advertising Co. were discussed. Motion was made by Commissioner Kamins and supported by Commissioner King that the City Council be requested to carry over the amount of \$1,800.00 as provided for a marquee in 2-A account of the present budget to the 1961-62 fiscal year budget.

Carried.

Further, it was suggested that the Building and Properties Committee make a recommendation to the Board concerning specifications for proper marquee.

F. Manager's Report:

1. Copies of summer work projects were

given to Board and brief comments were made.

2. Building Rental Report, Operating Statement and Budget Balance Sheet for May, 1961, were presented.

3. Approval of P.O. to Michigan School Service for \$2,248.25; J. I. Holcomb Co. for \$273.35; LaSalle Coca-Cola for \$230.81; Vouchers to Board of Water & Light for \$2,795.45 and Michigan Bell Telephone Co. for \$205.28.

G. New Business:

1. A recommendation was made that Ways and Means Committee arrange a meeting with Civic Center Committee of City Council and Director of Public Service to discuss air-conditioning survey.

2. Communication from Spanish War Veterans pertaining to elevator service was read and placed on file.

3. Motion was made by Commissioner Schraft and supported by Commissioner Kamins that Henry Kolb, an employee, be advised that Civic Center Board is powerless to assist in his housing problem and such requests would have to be made to City Council.

Carried.

4. Motion was made by Commissioner Marshall and supported by Commissioner Kamins that V.F.W. convention group be advised by Mgr. Ziogas of concession and catering policies contained in lease and catering agreement.

Carried.

H. Announcements:

1. Manager Ziogas reminded Board of election of officers in July as per constitution and by-laws.

2. Manager Ziogas discussed plans to attend I.A.A.M. Convention starting July 18th.

3. Next regular meeting was scheduled for Friday, July 7, 1961, at 12 noon.

I. Adjournment:

Meeting was adjourned at 10:30 p.m.

MEL HERR,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 7, 1961

A. Meeting called to order by acting Chairman Moles at 12 noon.

B. Roll Call: Present—Commissioners Moles, Schloff, Marshall, King, Herr, Kamins, and Reilly. Also attending was City Councilman Baryames.

Absent—Commissioner Schraft.

C. Minutes of Wednesday, June 21, 1961 meeting approved.

D. New Business.

1. Election of Officers:

Lloyd Moles elected Chairman of Civic Center Board.

Melvin Herr elected Vice Chairman of Civic Center Board.

Lawrence Reilly elected Secretary of Civic Center Board.

E. Unfinished Business:

1. A motion was made by Commissioner Herr and supported by Commissioner Moles to rescind previous action pertaining to location of proposed outdoor marquee.

Carried.

2. A motion was made by Commissioner King and supported by Commissioner Marshall that board accept recommendations of outdoor sign companies for new location of marquee.

Carried.

3. A motion was made by Commissioner Herr and supported by Commissioner Marshall that the City Council be requested to grant necessary funds for the leasing of outdoor sign from Aren Sign Company of Lansing.

Carried.

F. Motion made by Commissioner Marshall and supported by Commissioner Herr that a resolution to the City Council be adopted stating the Civic Center Board's intent to cooperate 100 per cent on Con-Con arrangements to the best of its ability.

Carried.

G. Announcements:

Next regular meeting, Wednesday, August 16, 1961.

H. Adjournment: Meeting adjourned 1:45 p.m.

LAWRENCE REILLY,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 26, 1961

A. Motion was made by Commissioner Marshall and supported by Commissioner King that Commissioner Schraft be appointed Acting Chairman.

Carried.

B. Meeting called to order by Acting Chairman Schraft at 9:00 a.m.

C. Roll Call:

Present—Commissioners Schraft, Reilly, Marshall, King, Schloff, and Kamins.

Also, Mayor Bowerman, Councilmen Milks and Baryames.

Absent—Commissioners Moles and Herr.

D. New Business:

1. A letter to Manager Ziogas from Mayor Bowerman, dated July 25, 1961, requesting that manager cease accepting rental arrangements for the small auditorium and other facilities in the south wing of the Civic Center for a nine-month period beginning September 1, 1961 and extending through May 31, 1962 was read.

2. Manager Ziogas presented pertinent data relative to a proposed rental rate to be charged for Con-Con meetings in Veterans Section.

3. After much discussion, the following motion was made by Commissioner Kamins and supported by Commissioner Marshall.

The Civic Center Board recommends to the City Council a rental charge of one hundred ten thousand dollars (\$110,000.00) minimum for use of facilities in Veterans Section of Civic Center for a nine month period starting September 1, 1961 and which was based on \$5.00 per sq. ft. for approximately 22,000 sq. ft. of floor space. Rental to include maintenance and rate adjustments of relocating cancellations within the Civic Center; that proper lease form for rental be drawn up by City Attorney and be subject to final approval by the Civic Center Board; that any difficulties arising from cancellations of present rentals be handled by the Governor's office to relieve the manager and Civic Center Board of all pressures.

Carried.

E. Adjournment:

Meeting was adjourned at 10:30 a.m.

L. P. REILLY,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, August 16, 1961

A. Meeting called to order by Chairman Moles at 7:50 P.M.

B. Roll Call: Present—Commissioners Moles, Schloff, Marshall, King and Reilly.

Absent—Commissioners Schraft, Kamis, and Herr.

Also attending was Mr. Kim Jepson of the Chamber of Commerce.

C. Minutes of July 7 and July 26 were approved.

D. Committee Reports:

1. Ways and Means—No report.

2. Building and Properties—Mrs. King reported on new sign and contract for maintenance thereof. Further study to be made relative to maintenance and other details.

3. Operating and Policy—No Report.

4. Personnel and Salaries—No Report.

5. Parking—No Report.

6. Veterans—No Report.

7. Public Relations—No Report.

E. Unfinished Business—None.

F. Manager's Report:

1. Building Rental Reports, Budget Balance Sheets and Operating Statements for June and July were presented.

2. After a brief discussion, the matter of presenting Quarterly Reports instead of Monthly Reports was referred to next meeting.

3. Request was made for approval of P.O.'s to LaSalle Coca-Cola Co. for \$282.70, Bert Smith for \$384.75, Michigan Supply Co. for \$254.80, Michigan Co. for \$686.05; and Vouchers to Board of Water and Light for \$2,814.83 and \$2,823.31.

Approved.

4. Report was made on re-location of Veterans Organization and their lockers. Chairman Moles appointed a special committee of Commissioners Schloff and Marshall to meet with City Council to arrange for financing the cost of moving Veterans groups and Ingham County Council on Veterans Affairs. Committee given power to act accordingly. Chairman Moles reported on arrangements made at City Hall to accommodate Mr. Stanley Peck.

G. New Business:

1. Chairman Moles will furnish a copy of Con-Con lease for files of Civic Center office. Architect Jay Munson will be requested to assist in plans of structural changes for Con-Con.

2. It was moved by Commissioner Marshall and supported by Commissioner Reilly that the price of coffee be reduced to 10¢.

Carried.

3. Manager Ziogas discussed the Operating Statement for fiscal year 1960-61. It was pointed out that income and credits totaled \$191,706.38 and the disbursement \$190,572.74. For the first time, since opening the Civic Center in 1955, the income exceeded operating expense by \$1,133.64.

4. Manager Ziogas discussed the insertion of an announcement in the STATE JOURNAL concerning the many groups who held functions in the Civic Center during 1960-61. Matter was referred to Public Relations committee for their study and report back at next meeting.

H. Announcements:

Next regular meeting, Wednesday, September 20, 1961.

I. Adjournment:

Meeting adjourned at 9:30 P.M.

L. P. Reilly
Secretary

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, September 20, 1961

A. Meeting called to order by Chairman Moles at 7:30 P.M.

B. Roll Call: Present—Commissioners Moles, Schraft, Marshall, King, Herr, Kamins, Reilly.

Absent—Commissioner Schloff.

C. Minutes of August 16 meeting approved.

D. Committee Reports:

1. Ways and Means—No report.
2. Personnel and Salaries—No report.
3. Building and Properties—No report.
4. Operating and Policy—No report.
5. Parking—No report.
6. Purchasing—No report.
7. Veterans—No report.

E. Unfinished Business:

1. Commissioner King commented on changeable letter sign to be erected in near future.
2. Commissioner Herr reported a progress of Public Relations announcement for newspaper.
3. Manager Ziogas commented on arrangements for Vets organizations to stay

in Civic Center pending other arrangements.

F. Manager's Report:

1. Manager Ziogas presented Board with roster of new committees; also list of members of City Council Committees.
2. Manager Ziogas briefed Board on progress of remodeling of Vets Section.
3. P.O.'s approved for: Adams Potato Chips for \$216.85, McConnell Sheet Metal for \$240.31, Tape Recording Industries for \$301.74, United Exterminators for \$203.74, and Voucher to Board of Water and Light for \$2,269.67.

G. New Business:

Manager Ziogas read letter pertaining to appointment of new Information Officer for City of Lansing. Motion made by Commissioner Marshall and supported by Commissioner Reilly to place letter on file.

Carried.

H. 1. Manager Ziogas explained method of issuing passes for City Officials to various events whenever possible.

2. Next meeting, Wednesday, October 25, 1961.

I. Meeting adjourned 9:00 P.M.

L. P. REILLY,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, October 25, 1961

A. Meeting called to order by Chairman Moles at 7:30 p.m.

B. Roll Call: Present—Commissioners Moles, Schraft, Herr, King, Kamins and Marshall.

Councilman Baryames also attended.

Absent—Comm. Reilly and Schloff.

C. Minutes of September 20, 1961, meeting were approved.

D. Report of Committees:

1. Ways and Means—No report.

2. Personnel—No report.

3. Building and Properties—No report.

4. Operating and Policy—Commissioner King indicated that rental rates will be reviewed shortly.

5. Parking—No report.

6. Purchasing—Commissioner Kamins discussed a recent meeting with M.S.U. Purchasing Officials.

Manager Ziogas commented briefly on relative information obtained at Mayor's Cabinet Meeting.

7. Veterans—Commissioner Marshall commented on ushering by Veterans groups.

Chairman Moles recommended that Veterans Committee and Operating and Policy Committee review ushering situation.

E. Unfinishd Business—None.

F. Managers Report:

1. (a) Manager Ziogas commented on need for additional funds in 1A9 (Wages) account to compensate for extra help required for Con-Con.

(b) Manager Ziogas discussed plans for movable curtain in Exhibition Hall to close off unused areas.

(c) Brief comments were made regarding plans and sketches of kitchen layouts for Veterans in Parlors E & F.

2. (a) Building Rental report for August and September presentd.

(b) Budget Balance sheet for August and September presented.

(c) Operating Statement for August and September presented.

3. Purchase Orders approved for: Concession Supply for \$270.25, LaSalle Coca-Cola for \$380.69, Michigan Company for \$365.51, Michigan Supply Company for \$315.41, National Theatre Supply for \$200.00 Board of Water & Light for \$2,060.05, Amusement Business for \$200.00, C. E. Schneider & Sons for \$360.00.

G. New Business:

1. Manager Ziogas suggested Board consider renaming Small Auditorium after adjournment of Con-Con.

2. Manager Ziogas recommended that Board deliberate carefully over suggestions to acquire Con-Con furnishings after Convention terminates.

3. Manager Ziogas announced that any further expansion plans by Con-Con in the building would be limited to remaining parlors to be leased on a day-to-day basis.

4. Commissioner Kamins stressed need of parking facilities for Board Members when visiting during day.

5. Chairman Moles suggested that Manager Ziogas request City Council to approve purchase of tape recording equipment as proposed by the Contractor that installed new P.A. System.

6. Councilman Baryames, Chairman Moles and Manager Ziogas discussed pros and cons of recent Rodeo promotion in parking lot.

No further action was taken.

H. Announcements:

1. Next meeting—Wednesday, November 15, 1961, 7:30 p.m.

1. Meeting Adjourned—9:30 p.m.

L. P. REILLY,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, November 15, 1961

A. Meeting called to order by Chairman Moles at 12 Noon.

B. Roll Call:

Present — Commissioners Moles, King, Herr, Kamins and Schloff.

Absent—Commissioners Marshall, Reilly and Schraft.

C. Minutes of October 25, 1961, meeting were approved.

D. Report of Committees:

1. Ways and Means—No Report
2. Personnel and Salaries—No report.
3. Building and Properties — Commissioner Herr commented briefly on progress of Public Relations announcement for newspaper.
4. Operating and Policy—
 - (a) Commissioner King reported on progress of new changeable letter sign and that December 1st is date set for completion.
 - (b) Committee plans to meet with Manager Ziogas in near future to discuss changes in rental rate structure.
5. Parking—No report.
6. Purchasing—No report.
7. Veterans—No report.

E. Unfinished Business:

1. Manager Ziogas read communication from City Clerk regarding Councilman Peck's statements at Council meeting relative to any change of name for Small Auditorium when Con-Con adjourns.

F. Manager's Report:

1. Manager Ziogas commented in building publicity received through article

in recent issue of Building Maintenance magazine.

2. Manager Ziogas stressed need for solution of parking problem in portion of lot leased to Con-Con. Board directed Manager Ziogas to discuss a possible solution with Mr. Stephen S. Nisbet, President of Con-Con.
3. Commissioners were advised of situation concerning lease for Home & Decorators Show. Commissioner Moles also discussed recommendations of City Attorney pertaining to same matter.
4. Purchase orders approved for: Michigan Company for \$334.22, Schaberg-Dietrich for \$278.67, F. D. Hayes Electric Company for \$831.80, Reniger Construction Co. for \$261.10, Roy O. Warren for \$218.00, Board of Water and Light for \$2,060.05, A. A. Smith Ins. Agency for \$1,715.67.

G. New Business:

1. A letter from City Controller was read by Manager Ziogas pertaining to dates of preparation and presentation of 1962-63 budget. It was suggested that thought be given to requesting funds in Capital Improvements for new glass enclosures for the Main and Allegan Street entrances.
2. A letter also was read from the Planning Board pertaining to the 6 Year Capital Improvement Program.

H. Announcements:

1. Next meeting on Wednesday, December 13, 1961.

I. Adjournment:

1. Meeting adjourned at 1:00 P.M.

L. P. REILLY,
Secretary.

B/F

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, December 13, 1961

A. Meeting called to order by Chairman Moles at 12 Noon.

B. Roll Call: Present — Commissioners Moles, King, Kamins, Herr, Reilly, Schloff. Absent — Commissioners Marshall and Schraft. Mr. Kim Jepson representing Chamber of Commerce was present.

C. Minutes of November 15, 1961, meeting were approved.

D. Reports of Committees:

1. Ways and Means—No report.
2. Personnel and Salaries—No report.
3. Building and Properties—No report.
4. Operating and Policy—No report.
5. Parking—No report.
6. Purchasing—No report.

7. Veterans—Commissioner Reilly remarked that Vets groups were anxious for assurance that they would regain their original meeting rooms and quarters after termination of Con-Con.

E. Unfinished Business:

1. Manager Ziogas reported that work on new marquee was nearing completion and should be in operation on or about December 18th. A motion was made by Commissioner Herr and supported by Commissioner King that after this date, no banners will be hung over alcade. Also, facilities shall be made available for fastening such banner between columns over main entrances and parallel to building.

Carried.

2. Manager Ziogas commented on preparation of 1962-63 budget and dates for completion.

3. Forms to be used for 6 year Capital Improvements were examined. Chairman Moles asked to have matter placed on

Agenda of next meeting for further discussion.

F. Manager's Report:

1. Manager Ziogas commented on plans of Food Supervisor's resignation in near future.

2. (a) Rental Report for October presented.

(b) Operating Statement for October presented.

(c) Budget Balance Sheets for October presented.

3. Purchase Orders approved for: Michigan Company for \$228.44, Schaberg-Dietrich for \$209.89, LaSalle Coca-Cola for \$518.98, Haskins & Sons for \$664.50, Board of Water and Light for \$2686.76.

G. New Business:

1. Board decided to resume regular schedule of evening meeting starting in January.

2. Draft copy of new building brochure was examined, discussed and approved.

3. Manager Ziogas read communication from City Controller pertaining to purchase order procedure.

H. Announcements:

1. Invitation to Mayor's Open House was read by Manager Ziogas.

2. Next meeting to be Wednesday, January 17, 1961, 7:30 P.M. on 2nd floor—Police Building.

I. Adjournment:

1. Meeting adjourned at 1:30 P.M.

L. P. REILLY,
Secretary.